

# **14 FAH-3 H-200 MODEL CAREER PATHS AND CRITICAL DUTIES AND TASKS**

## **14 FAH-3 H-210 CAREER PATHS**

*(CT:AQM-1; 11-29-2005)  
(Office of Origin: A/OPE)*

### **14 FAH-3 H-211 BACKGROUND**

*(CT:AQM-1; 11-29-2005)*

- a. Normal pathways for career progression include both vertical and lateral movement. Lateral movement within and between career fields is highly encouraged, primarily at the intermediate level, to broaden the experience base of the individual. This can be done through formal detail or rotational assignments. For instance, a GS-1102 contract specialist employed in the Office of Acquisition Management (A/LM/AQM) may be detailed or placed on a rotational assignment within the Diplomatic Telecommunications Service – Program Office (DTS-PO) or another agency.
- b. Multi-specialty experience for most upper-level positions is desirable and is particularly important for those who strive for senior-level and other key acquisition positions. To obtain this experience, the individual should strive to secure work assignments and training in more than one of the functional areas of acquisition. For instance, a senior-level GS-1102 could be assigned to a tour in finance or personnel.
- c. In addition to multi-specialty experience, a mixture of operational and staff experience will strengthen an individual's competitive position when seeking high-level positions in acquisition career fields. Heads of contracting activities (HCAs) are encouraged to provide multi-specialty experience through structured programs. This might consist of rotations into A/OPE for staff experience.
- d. Typical career paths for personnel in the acquisition career field are shown in 14 FAH-3 H-300. They are identified in terms of the education, training, and experience necessary for career progression to the most

senior acquisition positions. Grades used herein are typical and should not imply a direct correlation with timing for completing the education, training, and experience standards. The paths are necessarily generic and should be used as a guide for planning individual career development activities.

## 14 FAH-3 H-212 PROFICIENCY LEVELS

*(CT:AQM-1; 11-29-2005)*

Three proficiency levels have been established for domestic acquisition professionals. The training, experience and education requirements are set forth in this handbook. The three levels are:

| Level                   | Grade            |
|-------------------------|------------------|
| Level I (Entry)         | GS-05 through 08 |
| Level II (Intermediate) | GS-09 through 12 |
| Level III (Advanced)    | GS-13 and above  |

Level I, II, and III descriptions serve as guidelines on what is expected of acquisition professionals at each level, within the parameters of the qualification standard.

### 14 FAH-3 H-212.1 Proficiency Level I (Entry)

*(CT:AQM-1; 11-29-2005)*

- a. Entry level education and training standards are designed to establish fundamental qualifications and expertise in an individual's job series or career field. Development at the entry level establishes the foundation for career progression and is designed to prepare qualified and motivated individuals for positions of increasing responsibility.
- b. At the entry level, employees should be exposed to fundamental acquisition procedures and the roles of various support functions such as pricing, property administration and quality assurance. Employees will be expected to complete all educational and training requirements. Rotation of entry-level employees through structured on-the-job assignments among a variety of functional offices, such as transportation and property administration, will help establish a more versatile acquisition professional.

## **14 FAH-3 H-212.2 Proficiency Level II (Intermediate)**

*(CT:AQM-1; 11-29-2005)*

- a. At the intermediate level, specialization is emphasized. Development continues, including on-the-job rotational assignments, but the length of time an individual spends in each position generally increases.
- b. While specialization is emphasized at the beginning of this level, the individual should later begin to broaden his or her background toward a more general expertise in the overall processes of his or her career field. Development of the generalist normally involves establishing a good foundation of experience in the employee's primary specialty, followed later by lateral movement to a related specialty. As an example, a contract specialist could be detailed or assigned to work in quality assurance or logistics management to provide a broader level of experience.

## **14 FAH-3 H-212.3 Proficiency Level III (Advanced)**

*(CT:AQM-1; 11-29-2005)*

- a. Employees should have completed all the mandatory education and training requirements by the time they reach the senior levels of the acquisition career field. They should have advanced through a career progression that has given them in-depth knowledge in the functional areas and knowledge across the entire acquisition process.
- b. Advanced acquisition education and training are imperative for a broader perspective. The lower-level standards and courses form the basis for the next progressively higher levels of acquisition career development. The requirements are cumulative. Standards for a lower level must be met before progressing to the next higher level. For example, a GS-1102-07 or a GS-1107-08 employee must complete all Level I core courses and required activities before progressing to GS-1102-09, Level II.

## **14 FAH-3 H-213 THROUGH H-219 UNASSIGNED**